



DEPARTMENT OF THE ARMY
LAW ENFORCEMENT COMMAND
FORT LEONARD WOOD, MISSOURI 65473-5600

REPLY TO
ATTENTION OF

ATZT-LEC (600-20)

MEMORANDUM FOR The Law Enforcement Command

SUBJECT: Command Policy Memorandum #1 (Open Door Policy)

1. Every soldier and civilian employee in the Law Enforcement Command has the right to meet with me through my Open Door Policy. I intend to make every effort to be available to anyone who needs to see me at a time that is mutually convenient. You should and can also feel free to talk with me, outside of my office, whenever you see me. I want to know what you think, how you feel, and want to help you if your chain of command has not or will not.
2. Most matters of concern can be alleviated through use of the company or section chain of command or NCO support channel. Therefore, I expect all personnel to give their chain of command the first opportunity to address their concerns before bringing them to my attention. Whenever we talk, I will always ask you if you have given your chain of command the opportunity to solve your issues, as this is how the Army should function. However, I will always listen, and do whatever I can to help you resolve any issues.
3. In cases where individuals cannot resolve matters through their chain of command, they may seek my assistance by having his or her unit/section chain of command or NCO support channel contact the Sergeant Major or Executive Officer. The Sergeant Major or Executive Officer will take appropriate action and schedule an appointment as necessary.
4. The entire chain of command must be responsive to the needs of each individual soldier and civilian employee. At each level, I expect leaders to listen, be genuinely concerned with the problems of their personnel, real or perceived, and provide necessary assistance to satisfactorily resolve these problems. Listening to issues and helping our personnel solve issues is leader business.

A handwritten signature in dark ink, appearing to read "C. Williams", is written over the printed name.

CHARLES A. WILLIAMS
LTC, MP
Commanding